

MINUTES

BUDGET & FINANCE COMMITTEE

CITY OF BRANSON, MISSOURI

August 25, 2016

1) Call to Order.

The meeting of the Budget & Finance Committee was held in the Municipal Courtroom of City Hall, Thursday, August 25, 2016 at 2:30 p.m. The meeting was called to order by Mayor Karen Best.

2) Roll Call.

Members present: Mayor Karen Best, Alderman Bob Simmons, Alderwoman Betsy Seay, City Administrator Bill Malinen, Pamela Yancey and Rod Romine.

Also present: Finance Director Jamie Rouch, Stacy McAllister, Melissa Sill, Estrella Smith and Planning/Development Director Joel Hornickel.

3) Regular Reports.

a) Minutes of July 28th, 2016.

Alderwoman Betsy Seay moved to accept the minutes of July 28, 2016, seconded by Alderman Bob Simmons. Ayes: 6, Noes: 0. Motion carried.

b) Monthly Sales & Tourism Tax Reports.

Melissa Sill reported that sales tax receipts for the month of June are down 3.4% when compared to the same month, but are up 2.4% year to date. The ½% transportation tax is down by 3.3% for the month of June, but up almost \$85,000 year-to-date. Tourism tax is down 1.1% for the month of June but up 8.6% year-to-date.

The Rolling 12 report shows all areas are still showing growth. Historic Downtown Branson has the largest increase of 6.4% when looking at the monthly report. The year-to-date report shows Historic Downtown Branson and Branson Meadows are still showing the largest growth in their areas.

c) Financials

i) Unaudited Financials – July 2016.

Jamie reported that revenues are up. Expenditures are also up partially due to the debt service on the new phone system. The phone system is now complete and we can start to draw a portion of this down. Court receipts are still showing a decrease in revenue. It was discussed that the possible decrease in revenue for the court system is due to decreased citations and warrants. Jamie advised she will still be watching this fund as the year progresses. Interest income and tourism tax are still showing an increase. Discussion was made on the 20 percent reserve and what that means. Jamie explained that the reserve should be equivalent to at least 2 months of operating expenditures. Looking at the 2016 budget projections for the remainder

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of the year, it looks like the City will end at a 20 percent reserve. Jamie would like to see the city at a 25 percent reserve in preparation for potential natural disasters such as those the City has experienced the past few years.

ii) Cash Reconciliation & Balance Sheet.

This item was not discussed.

4) Review of Disbursements & Approval of Disbursements \$50,000 & over.

(July 17, 2016 – August 18, 2016).

Disbursements were acknowledged as presented. Alderwoman Betsy Seay moved to accept the disbursements, seconded by Rod Romine. Ayes: 6, Noes: 0. Motion carried.

5) Planning & Zoning – Community & Business Survey.

Joel Hornickel presented research to find a consultant to perform a citizen satisfaction survey and a business survey, following up on surveys conducted in 2008, 2012 and 2015. The information gathered from these surveys will assist the City with its strategic planning efforts next year so more informed decisions can be made. Four proposals were received from Downs & St. Germain Research of Tallahassee, Florida, ETC Institute of Olathe, Kansas Public Research Group of Naperville, Illinois and The Vandiver Group of St. Louis, Missouri. Joel explained that his staff has reviewed all of the proposals and are making a recommendation to select ETC Institute. ETC Institute has completed previous surveys for the City of Branson and had the most experience working with major cities. Joel asked the Budget & Finance Committee to review staff's recommendation, and provide a recommendation to the Board of Aldermen for selection and execution of this effort. Bill Malinen made a motion to recommend ETC Institute of Olathe, Kansas to be presented to the Board of Alderman for approval, seconded by Rod Romine. Ayes: 6, Noes: 0. Motion Carried.

6) Finance Director's Report.

Jamie Rouch advised the Committee Members that they are invited to the Capital Improvements Meeting on September 6th, 2016 at 10:00 a.m. to discuss the 2017/2018 budgeted capital items. She also invited the Committee to the Special Budget Meeting scheduled for October 6th, 2016 at 5:00 p.m.

7) Adjourn.

The meeting adjourned at 3:44 p.m. on a motion by Bill Malinen, seconded by Pamela Yancey. Motion carried.